

The Leesburg Tree Commission met in regular session on Monday, December 18, 2000 at 7:30 p.m. in the lower level meeting room, 25 West Market Street, Leesburg, Virginia. Members present were: Ms. Anne Wall, Ms. Kathleen Pritchard, Mr. John Groothuis, Mr. Bill Wolf, Mr. Earl Hower and Mr. Jim Hicks. Staff was represented by Jay Banks.

MINUTES

The minutes of the November 20, 2000 meeting were approved as written.

PUBLIC COMMENT

None.

OLD BUSINESS

Mr. John Johnston of Parks and Recreation presented a working drawing of the proposed 621 park site. He anticipates Summer/Fall of 2001 to begin construction pending funding availability. Access will be off of Tolbert Lane only and the fields, including the entrance will be irrigated with Town water.

One of the concerns included the field lighting. The lights will be on 60 to 80 foot poles and shielded to eliminate as much glare as possible. The fields are slightly elevated which hopefully will reduce the reflective glow from the field itself. Lights will only come on when there are games, not automatically.

Several general discussions relating to the proposed parksite took place amongst members and staff regarding irrigation sprinklers, hiring of staff for maintenance, sod, screening requirements, buffer, types of trees, storm management and hand watering of trees.

Next Mr. Johnston handed out copies of the "Town of Leesburg Comprehensive 20-Year Parks, Recreation, Open Space, Trails and Greenways Master Plan" from the Consultant Team of Rhodeside & Harwell, Inc. Project schedule is 6 month with completion in May 2001.

Project Approach - Phase 1 - Project Initiation: Kick-off meeting with staff and Parks & Rec Advisory Commission, trying to obtain data and resource and plan to schedule tour of existing parks.

Phase 2 - Inventory & Assessment: Review existing documents, field visits, conducting interviews (in process), compare demographic trends, identify operational and funding issues and mail survey.

Phase 3 - Identify Potential Opportunities for the Future: Graphically summarize findings from Phase 2 and conduct 1 day workshop to which you'll all be invited.

Phase 4 - Alternatives: Develop and present alternative concept plans, develop single preferred alternative and present to Town Council.

Phase 5 - Implementation Strategies: Define general guidelines for acquisition and new facilities, prepare order of magnitude CIP and prepare a “white paper” on general operating and capital funding options.

Phase 6 - Draft & Final Master Plan Documents: Develop draft master plan based on finding and recommendations of phases 1-5, review with P&R Advisory Commission and develop final master plan and present to Council.

Mr. Johnston stated Rhodeside & Harwell’s expertise includes: woodland management, stream restoration, animal management, re-vegetation and tree preservation.

Ms. Lupfer of the Leesburg Tree Stewards stated one of the first things they’re doing is looking at creating a flyer. The most immediate programs to be implemented will be children’s programs, which will coincide with the Rust Library’s “Critter’s Tree House” program in May with Arbor Day type activities. There will be crafts and stories for ages 6 and up. The intent is for young children to start understanding the importance of trees.

Ms. Lupfer talked with Marilyn Jarvis of the 4H group and she’s most anxious to have some focal program for 4H involvement.

Mr. Banks has suggested two projects: inventorying the trees at the Olde Izaak Walton park and maintenance/pruning on the trees coming into Leesburg. To proceed, we need more people to help who have the time and commitment.

Ms. Wall stated that the Tree Commission has an educational program budget item of \$500 and wondered if this might help the Tree Stewards.

Ms. Lupfer stated the only cost associated with the flyers will be for the paper. It was suggested by other tree steward groups to have a stand up sandwich board to clearly identify the Tree Stewards when they are out working.

Ms. Lupfer stated that she and associate tree steward, Debbie Axford, will initially be attending all Tree Commission meetings to become familiar with their projects and goals.

Ms. Lupfer advised the flyer should be ready by the Flower and Garden Festival.

Mr. Banks stated that the commission had asked about planting sites along East Market Street from the bypass out to the town limits. Mr. Banks spoke with the Engineering Department and he provided the commission with a map of the VDOT Road Plan for that section of E. Market Street.

Mr. Banks stated the commission also asked of the potential of street trees along Catoctin Circle as it connects to Edwards Ferry. Mr. Banks provided a map showing a proposed apartment complex and office building for that area.

NEW BUSINESS

Mr. Groothuis attended a meeting of all commission chairmen and brought forward the Tree Commissions request for a summer maintenance person to be put on staff this budget cycle either in Parks & Rec or in Public Works.

Mr. Johnston stated that if the position falls under Parks & Rec they won't be limited to just watering trees.

Ms. Wall questioned if maintenance of all trees and watering will be under one department soon?

Mr. Banks said that it's under review as to which individuals are performing these tasks at present and reducing the number. Instead of using police officers to water trees at the police station it has been recommended to better allocate that duty to the folks within the Parks and Public Works who are already prepared to take this on.

Ms. Pritchard inquired if Mr. Banks knows what the recommendation is for him to be moved to Parks or Public Works to which he replied, "it's to Public Works – Street Division". Mr. Banks commented it won't change his focus, whether he's in Public Works, Parks & Rec or Planning.

COMMISSIONER'S COMMENTS

Mr. Hower brought up the date of Arbor Day. Mr. Hower's involved in a Stream Restoration Workshop April 5th, 6th, and 7th. There may be a possible conflict with timing or it may be a consideration to tie the two events together. Mr. Hower will have more information at the next meeting.

Mr. Banks passed around a Gypsy Moth Egg Casing. They're out now and they will survive through the cold of winter. If found on trees, remove and dispose in a bucket of kerosene or rubbing alcohol. No recommendations on how to control; handled through the County.

Mr. Banks stated that the River Birch have been ordered for the Flower & Garden Show and the booth has been reserved.

Mr. Banks commented in wrapping up the year:

- Eastern Gateway has been planted
- The Zoning Ordinance draft has not been finalized
- Arborist's position will most likely move to Public Works

There being no further business, the Tree Commission adjourned at 9:00 p.m.

Jay Banks, Town Arborist

Vivien Lee DeWald, Recording Secretary